Wiggenhall St Mary Magdalen Parish Council

I hereby give you notice that the Annual Meeting of the above-named Parish Council will be held on

12 May 2022 at 6.30 pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. The meeting will be open to the public unless the Council otherwise direct.

10 minutes will be allowed during the meeting for members of the public to raise points of concern on agenda items.

**Agenda**

1. Elect

a Chairman and receive signed Declaration of Acceptance

b Vice-Chairman and receive signed Declaration of Acceptance

1. Receive apologies for absence
2. Confirm as a correct record the **minutes of the meetings** of the Council held

 14 April 2022. Draft minutes previously circulated

1. Accept **declarations of interest and dispensation requests** on agenda items
2. Agree meeting be adjourned to allow **members of the public** to speak
3. **Matters arising** not covered elsewhere on the agenda (for information only)
4. **Correspondence** (for information only)
5. **Appoint representatives, co-ordinators and working party groups**

a Clean-up team

b Speedwatch team co-ordinator

c SAM2 co-ordinator

d Defibrillator monitoring

e Magdalen Village Hall representative

f Parish Council website administration

1. **Highways -**Receive reports of highways issues including lighting and public footpaths
2. **Receive** **reports**
3. **Woodland –**

a Update on condition of trees etc

b Resolve to acquire post suitable for supporting an owl box and materials for making owl box

c Decide how much of the wooded area is to be included in the topping due to take place May/June

1. **Village Sign –** update and decide if alternative contractor to be appointed for sign base rebuild
2. **Cemetery gates** - Receive update
3. **Dog waste bins**

a Update on cemetery gateway bin

b Consider placing dog waste bin in Mill Road

1. **Church Road Phone Box –** Update and confirm when it is to be locked
2. **Cemetery and Playing Field maintenance –** Due to uncertainty of current financial climate, decide if annual reviews of price are to be included in terms of next 3 yearly contract .
3. **Flower Festival**

a Consider what, if any, arrangement is to be entered for the event

b Approve expenditure for flowers

1. **Planning** - Consider applications received including

a 22/00055/F Retrospective application for Change of use of existing kennels for breeding of dogs at Peace Haven, Fen Road

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**AGENDA (Cont’d)**

1. **Finance**

a Resolve to accept monthly accounts to 30 April 2022

b Note that insurance payment is due under fixed contract until 25/26 and that renewal papers for 2022/2023 have been received

c Resolve to pay schedule of payments

d Receive schedule of regular payees as required by Financial Regulations

e Confirm signatories and online access for Parish Council banking – all councillors?

f Receive Annual Internal Audit report for 2021/2022 (Page 3 of 6)

g Approve and sign Section 1, Annual Governance Statement 2021/2022 (Page 4 of 6)

h Resolve to approve and sign and date Section 2, Accounting Statement 2021/2022 (Page 5 of 6)

i Approve Bank Reconciliation, Variances and supporting documents to be sent to external auditor

j Decide if new bank account is to be opened purely for CIL funds

1. **Councillors’ concerns and agenda items** for next meeting –*information only*
2. Agree meeting be adjourned for **Public Speaking.**
3. Confirm date of next meeting 9 June 2022.



 **5 May 2022**